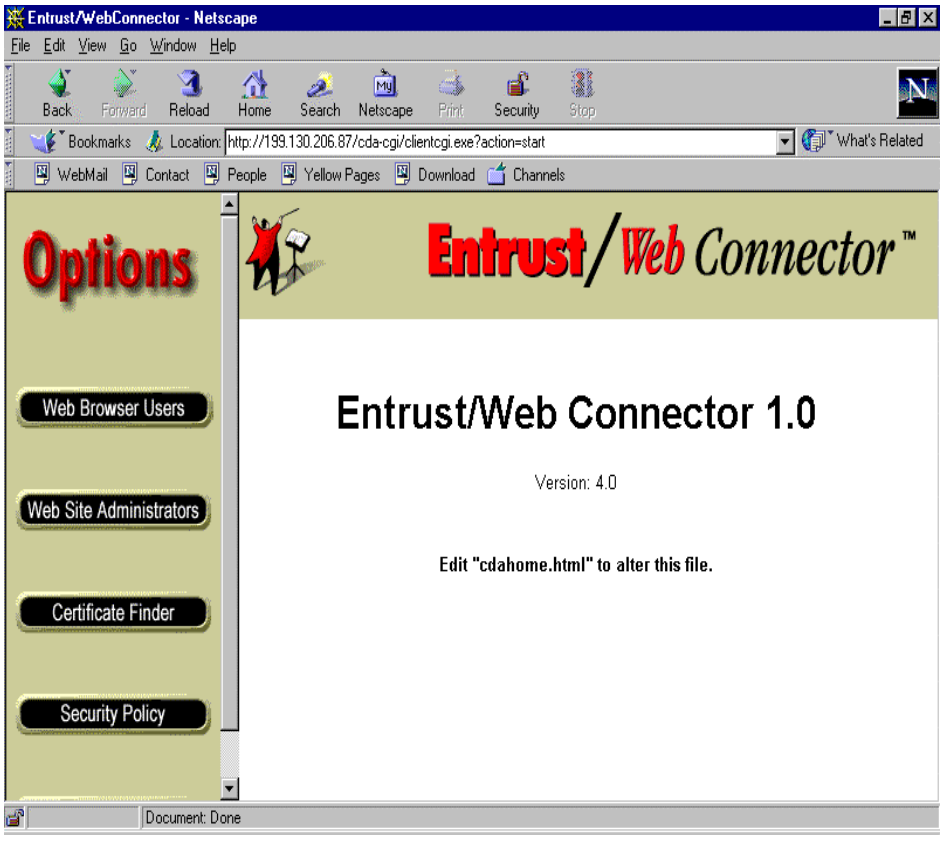
Retrieve a NFC issued User Certificate
for
TSP Data Submission WebApplication
User Authentication
(Netscape Navigator/Communicator)

1. Access the following URL from your Netscape Browser:

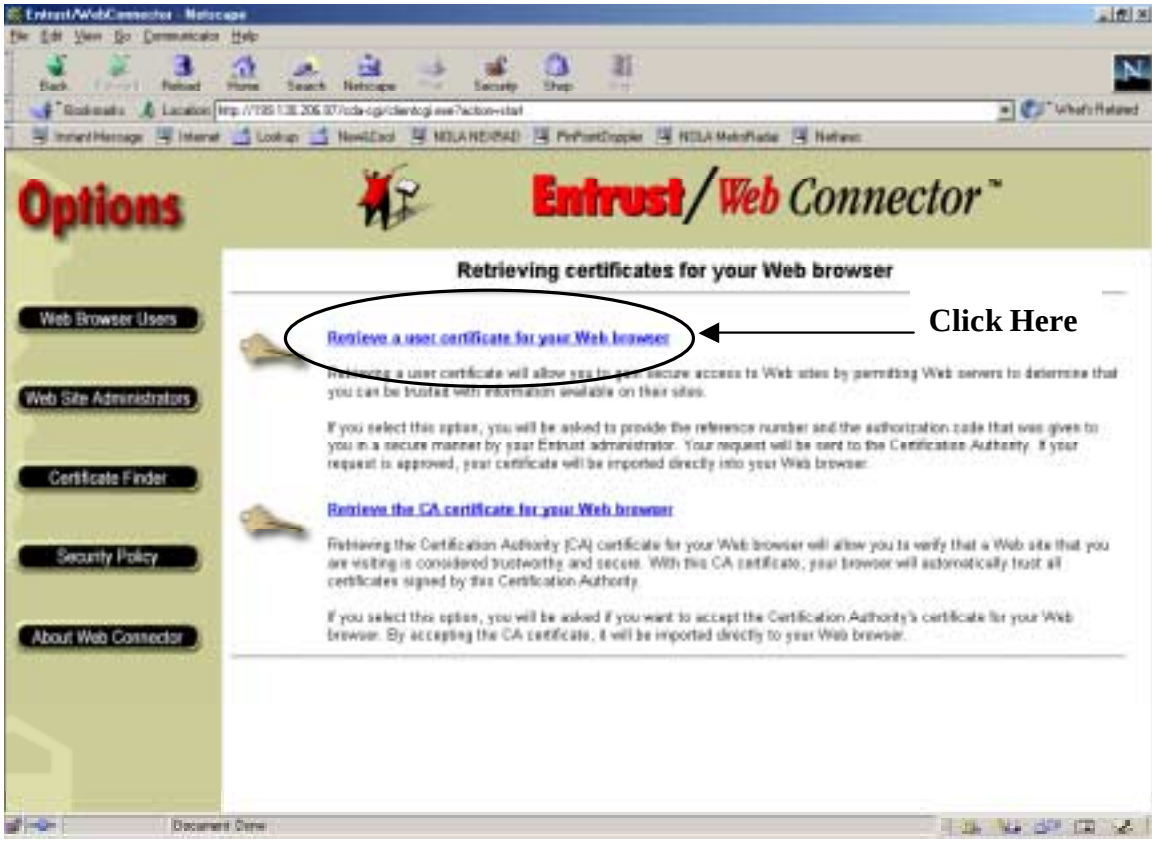
https://zycl.hap.nfc.usda.gov/cda-cgi/clientcgi.exe?action=start

The Entrust Web Connector page will appear

2. Click **Web Browser Users** (The Retrieving certificates for your Web browser frame will appear)

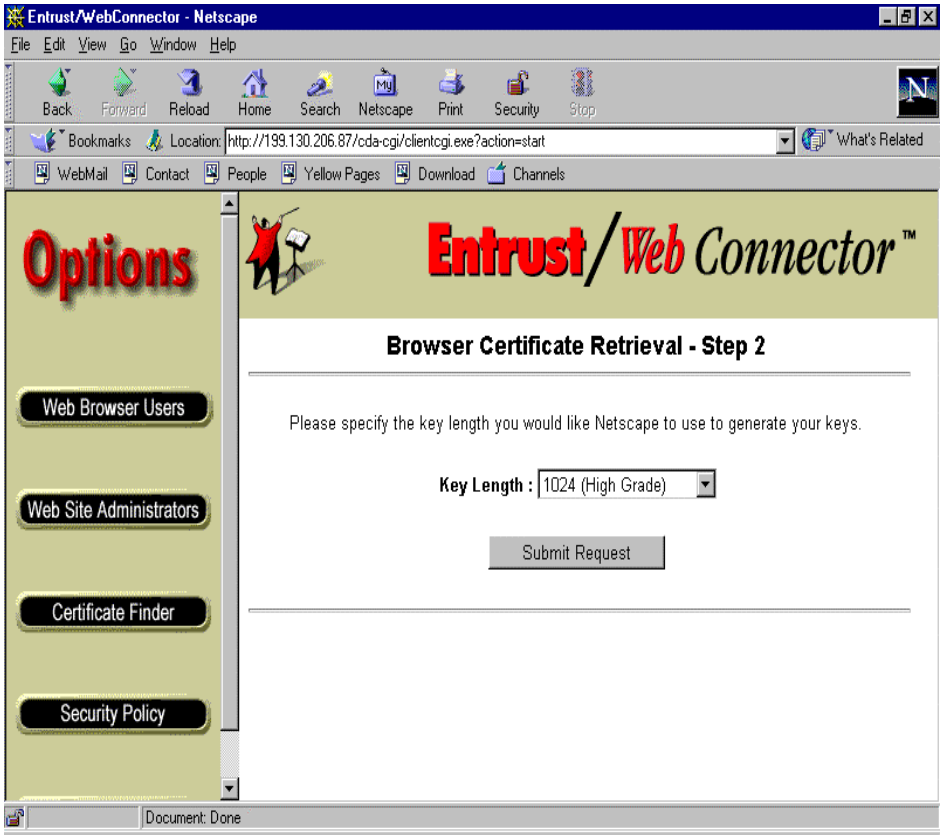


3. Click **Retrieve a user certificate for your Web browser** link.



4. Enter the **Reference Number** and **Authorization Codes** you received and click the **Submit Request** button.

5. Select **Key Length of 1024 (High Grade)** then click the **Submit Request** button.

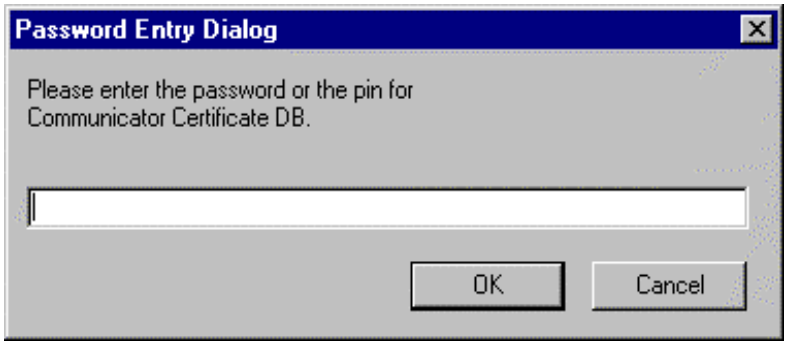


6. Click **OK** to the following pop up screen.

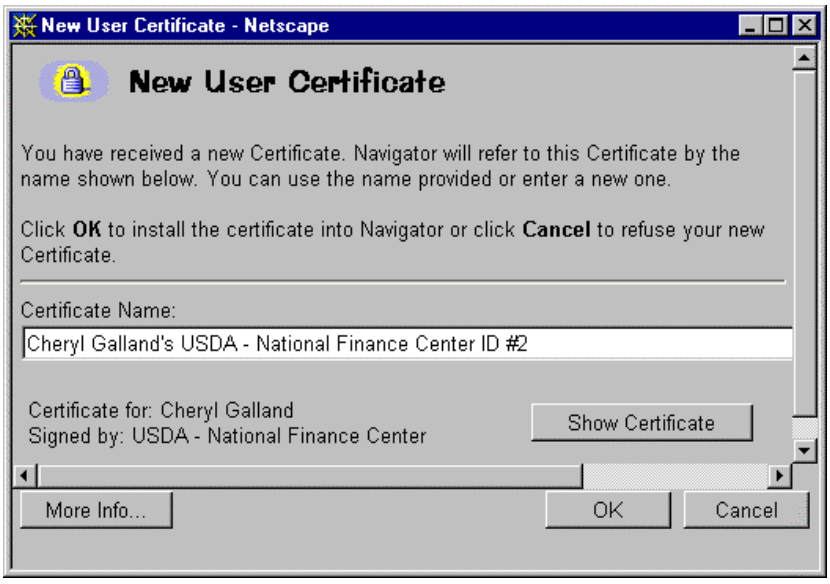
If this is you first user certificate, Netscape will prompt you for a Communicator Certificate DB password. This password protects your certificate from unauthorized use. You must remember this password as it is the only means of retrieving your user certificate. The Security Officer applies a stringent set of rules to each password to ensure it is secure. The rules on password selection are:

* It must have at least eight characters.
* It must have at least one upper-case letter or digit.
* It must have at least one lower-case letter.
* It must not contain many occurrences of the same character.
* It must not be the same as the entity's profile name.
* It must not contain a long sub-string of the entity's profile name.

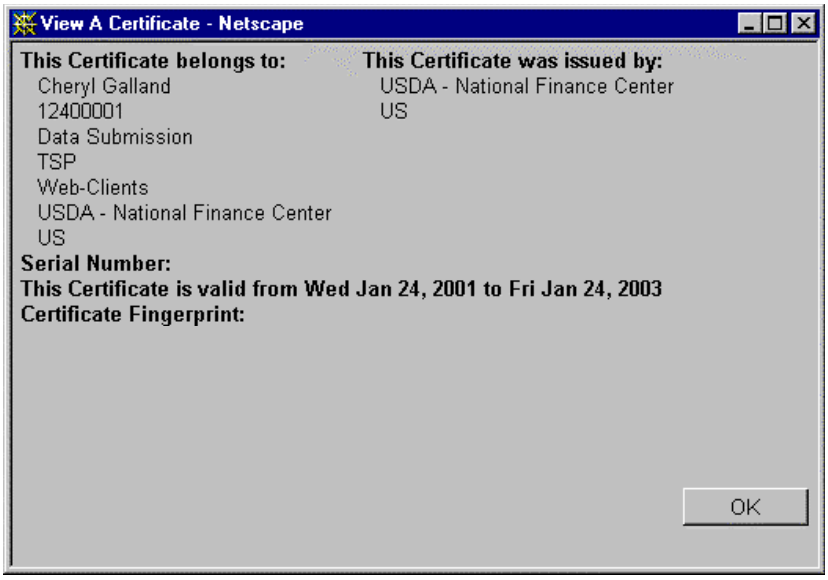
Enter the **password** and click **OK**.



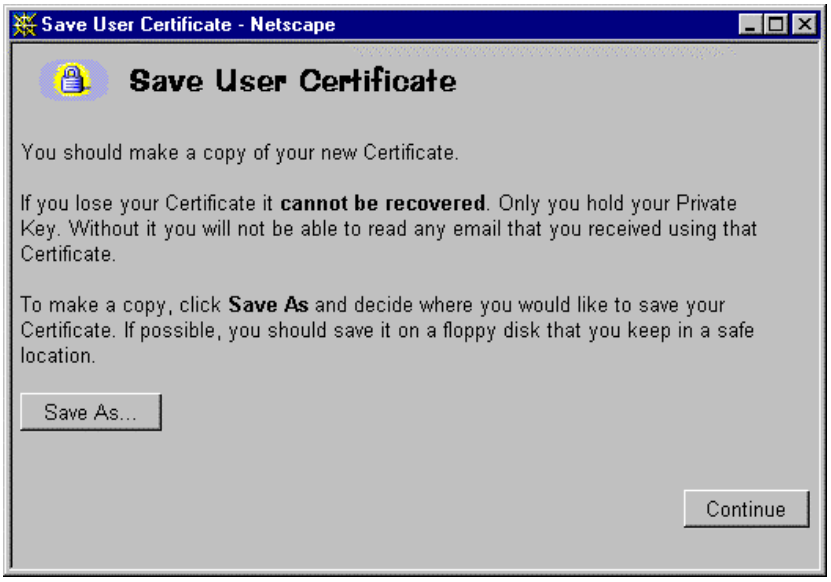
8. The New User Certificate screen will be displayed. Click the **Show Certificate** button to preview your user certificate. Click **OK** to both screens to continue.



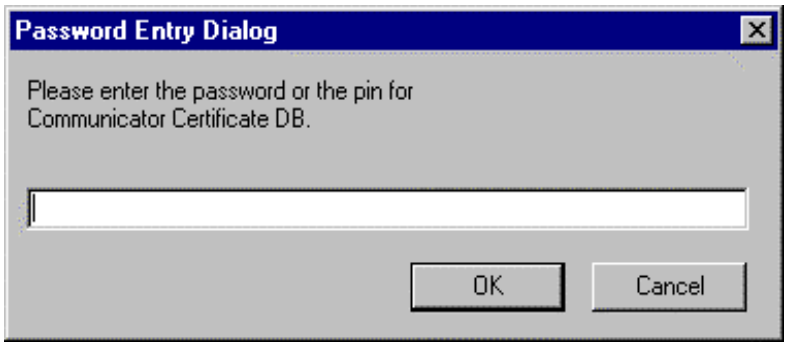
Your payroll office number should appear immediately following your name. If it does not, please contact the person who issued you the Reference and Authorization codes and report the problem. If this occurs, click Cancel on the New User Certificate screen.



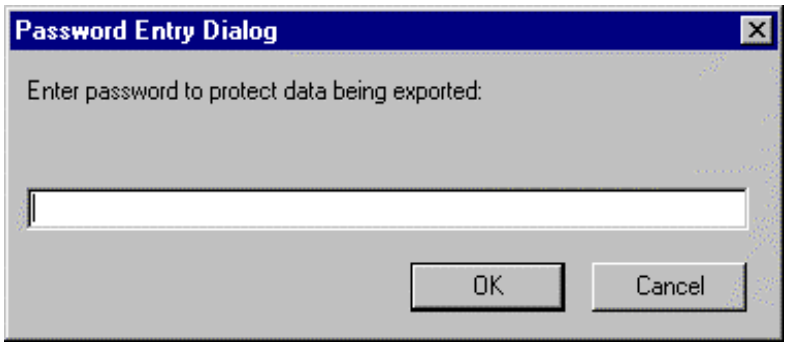
7. Netscape will prompt you to Save your User Certificate. Click the **Save As** button.



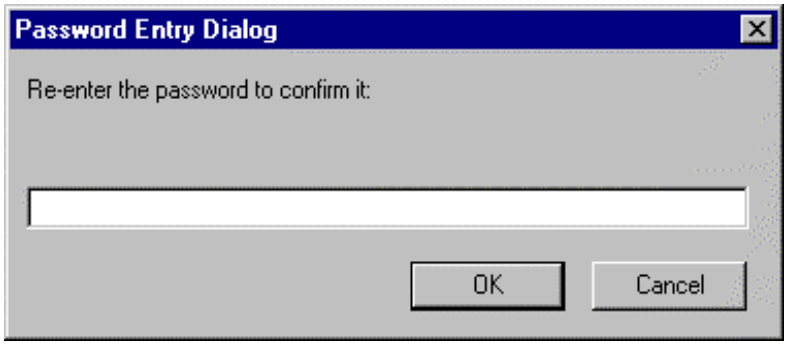
8. Netscape will prompt you for the **Communicator Certificate DB password**. This is the same password you entered in Step 7. Enter the **password** and click **OK**.



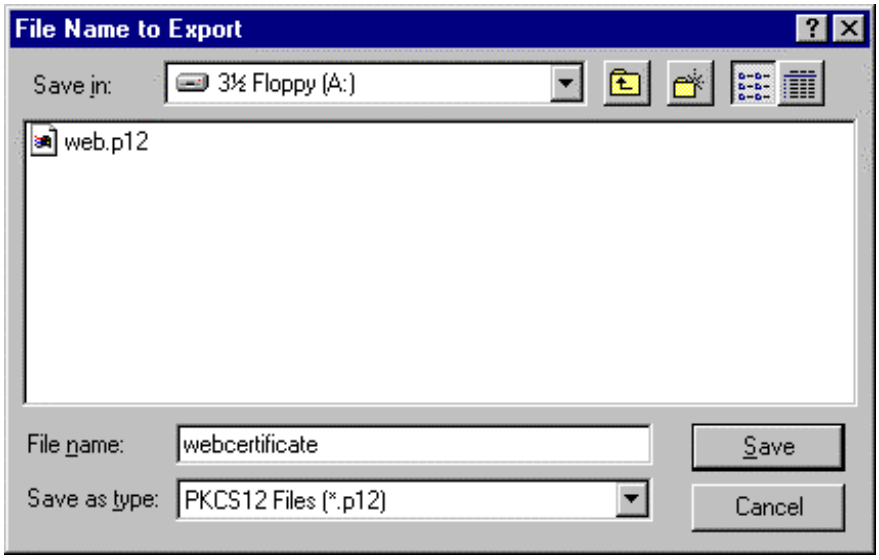
9. Netscape will prompt you for another password to protect the certificate being exported. This can be same or different from the Communicator Certificate DB password. This password is important. If you need to restore your certificate or move it to a different computer, you will need this password. Enter a **password** and click **OK**.



10. You will be prompted to Re-enter the password as a confirmation. Repeat the password you entered in the previous step and click **OK**.



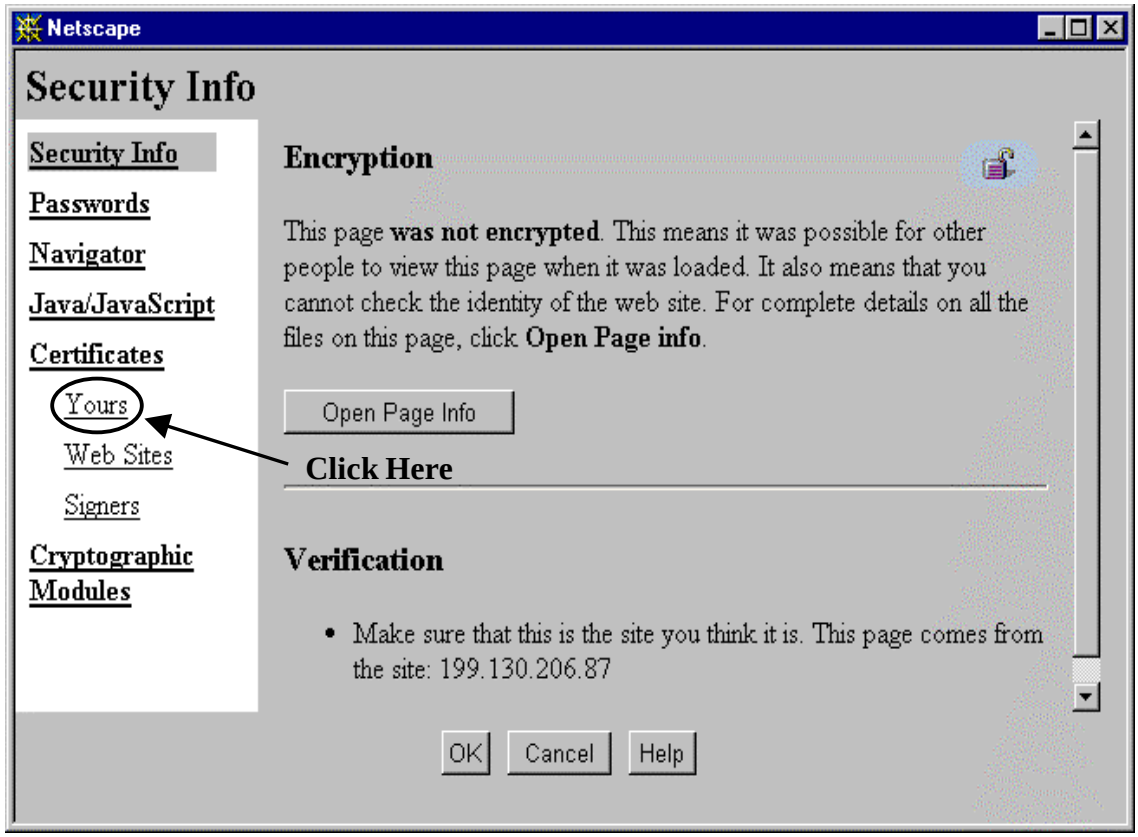
11. The **File Name to Export** screen will be displayed. Select the disk drive and enter file name you want to export the certificate into. Click the **Save** button.



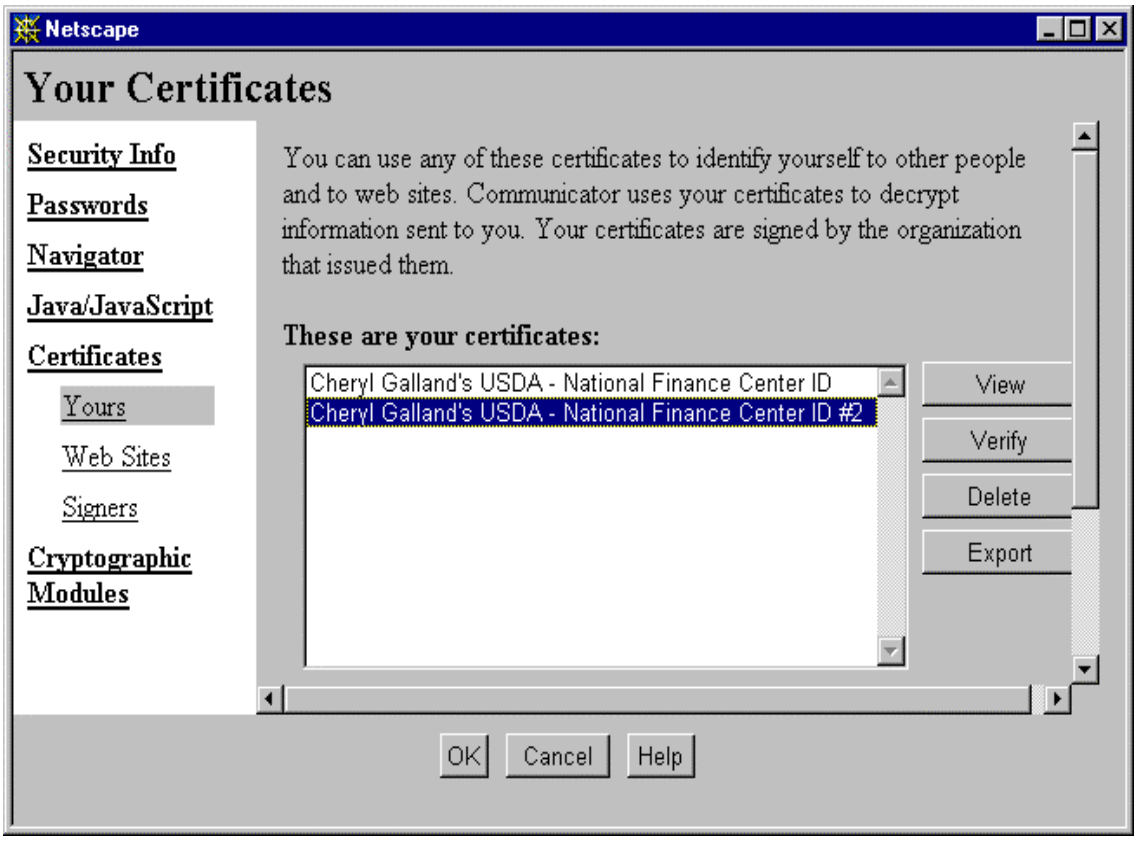
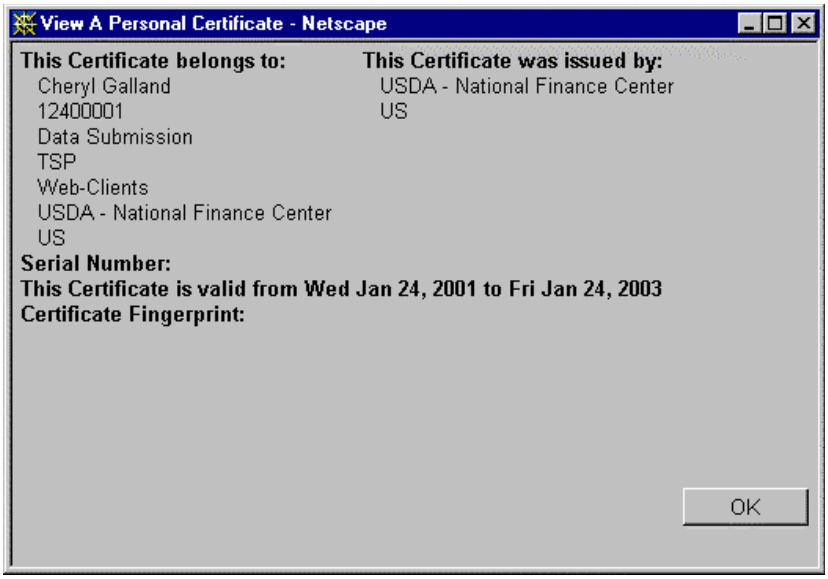
13. The following confirmation screen will appear.

14. **View User Certificate (Step 1 of 4)**. Click the **Security** button on the browsers toolbar.

15. **View User Certificate (Step 2 of 4)**. Click the **Yours** link from the left side menu.



16. **View User Certificate (Step 3 of 4)**. Choose the certificate from the USDA National Finance Center and click View.



17. **View User Certificate (Step 4 of 4)**. Your certificate will be displayed. Verify your payroll office number is correct.